

CEA



CAREER EXECUTIVE ASSIGNMENT

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EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	DISTRICT 8, DEPUTY DISTRICT DIRECTOR, ADMINISTRATION (San Bernardino and Riverside counties)
LEVEL	CEA 1 (Salary Range \$6173-7838)
FINAL FILING DATE	OCTOBER 28, 2009

DUTIES/RESPONSIBILITIES

Under the general direction of the District 8 Director, the Deputy District Director is responsible for all activities relating to the Administration programs in the District. The incumbent develops and implements policies for the offices of Budgets; Staff Development/Small Business; Business Services Management; EEO; Public & Governmental Affairs; and Legal Support Facilities.

- Serves as the District Director's Chief of Staff and is the primary advisor to the District Director on matters pertaining to the business functions of the District (i.e., overall resource management, cost efficiencies, policy communication, quality control of administrative support, and overall staff development).
- Develops short and long-term policies and strategic plans relative to all facets of Administration programs within the District.

- Establishes division Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures.
- Resolves with the District Director highly sensitive issues that may involve resource distribution and personnel matters internal to the District and/or other transportation entities, local elected officials and the public.
- Establishes District policy, procedure and evaluation criteria that ensure District resource management activities are performed within departmental policy direction and program goals.
- Develops budget plan and systems to manage operation expenses and personnel years for the District. Monitors performance and ensures resource expenditures remain within allocations while meeting program objectives.
- Provides for management of facilities and real property assets for the District.
- Responsible for planning and managing the Public Affairs, Public Awareness, Claims and Safety programs for the District. Includes community outreach with local officials, business community representatives and minority advisory groups.
- Actively participates as a member of the District's executive management team and contributes toward the strategic planning and leadership of the District's overall program.
- Advises the District Director on the full range of issues related to the District 8 Administration program.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Experience in positions at the Staff Services Manager (SSM) II level or higher that developed the following qualifications:

- Must possess a broad and comprehensive knowledge of the Department's multi-modal transportation roles and responsibilities and state and federal highway policies, guidelines, and standards.
- Must be knowledgeable in budget and contract development and administration.
- Must be familiar with federal and state regulations that apply to and impact the administrative work of the Department and the Department's mission, goals, programs, and policies.

- Must have the ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in external affairs matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Possess excellent oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

The appointing power shall establish specific job-related evaluation criteria and will review all applications immediately following the final file date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies.
 - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to an SSM II.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include

responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.

- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via email: mailto:Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received by October 28, 2009 at 5:00 p.m. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:
Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.